General Information

The Virginia Medicaid Web Portal can be accessed through the following link: www.virginiamedicaid.dmas.virginia.gov

The Web Portal is available daily 24 x 7 with the exception of routine maintenance which is posted in advance.

The user accesses the Web Portal url and immediately sees the Public Portal – Home Page (PUB-S-0001). Choosing the 'Internal Users' option in the 'Login' portal routes the user to the Public Portal - Internal User Login (PUB-S-0026), where the user enters their ACF2 login credentials (User IDs of e-codes for DMAS or xa-codes for Xerox). After successful authentication, the user is routed to the Internal User – Home Page (INT-S-0001).

From this page the user can access secured functionality that supports the Medicaid Program.

Data Elements

Data Elements Not Previously Defined:
• Email Confirmation Ind (PDE-1362)
• Initial Open Date (PDE-1363)
• Initial Open User ID (PDE-1364)
• Record Type (PDE-1365)
• Bounce Date Timestamp (PDE-1366)
• Bounce Reason (PDE-1367)

Data Elements Previously Defined:
• Provider NPI (pDE-0216)
• Mail Date (pDE-1358)
• Mail Description (pDE-1359)
• Mail Delete Ind (pDE-1360)

Email Confirmation Ind (PDE-1362)

General Information

This indicator confirms whether an email has been sent to the provider indicating that they have had mail added to their secured portal mailbox.

Portal Data Element	PDE-1362
Page	Provider Mail Audit Report – Audit Results (INT-S-0013)
Portlet Name	Provider Mail Audit Report
Element Type	Textbox
Data Type	Alphanumeric
Field Type	Display only
Size	1
MMIS Data Element	N/A
MMIS DE Number	N/A

Business Rules

N/A

Valid Values

Y = Yes
Space = No

Outputs

N/A

Screens

- INT-S-0013 – Provider Mail Audit Report – Audit Results

Tables – MMIS/DB2

N/A

Tables - Portal

- PML-T-0001 – Provider Mail Table

Initial Open Date (PDE-1363)

General Information

This is the date the user first opened the email from their secured portal mailbox.

Portal Data Element	PDE-1363
Page	Provider Mail Audit Report – Audit Results (INT-S-0013)
Portlet Name	Provider Mail Audit Report
Element Type	Textbox
Data Type	Date
Field Type	Display only
Size	10
MMIS Data Element	N/A
MMIS DE Number	N/A

Business Rules

Date Format is MM/DD/YYYY

Valid Values

N/A

Outputs

N/A

Screens

- INT-S-0013 – Provider Mail Audit Report – Audit Results

Tables – MMIS/DB2

N/A

Tables - Portal

- PML-T-0001 – Provider Mail Table

Initial Open User ID (PDE-1364)

General Information

This is the registered User ID of the user who first opened the email from their secured portal mail-box.

Portal Data Element	PDE-1364
Page	Provider Mail Audit Report – Audit Results (INT-S-0013)
Portlet Name	Provider Mail Audit Report
Element Type	Textbox
Data Type	Date
Field Type	Display only
Size	30
MMIS Data Element	N/A
MMIS DE Number	N/A

Business Rules

N/A

Valid Values

N/A

Outputs

N/A

Screens

- INT-S-0013 – Provider Mail Audit Report – Audit Results

Tables – MMIS/DB2

N/A

Tables - Portal

- PML-T-0001 – Provider Mail Table

Record Type (PDE-1365)

General Information

This field indicates whether the bounce is a hard or soft bounce.

Portal Data Element	PDE-1365
Page	Provider Mail Audit Report – Audit Results (INT-S-0013)
Portlet Name	Provider Mail Audit Report
Element Type	Textbox
Data Type	Alphanumeric
Field Type	Display only
Size	1
MMIS Data Element	N/A
MMIS DE Number	N/A

Business Rules

N/A

Valid Values

B = Soft Bounce
L = Hard Bounce

Outputs

N/A

Screens

- INT-S-0013 – Provider Mail Audit Report – Audit Results

Tables – MMIS/DB2

N/A

Tables – Portal

- PML-T-0003 – Provider Mail History Table

Bounce Date Timestamp (PDE-1366)

General Information

Depending on the other date in the record, this is the date of the hard/soft bounce or the date the hard copy letter was mailed.

Portal Data Element	PDE-1366
Page	Provider Mail Audit Report – Audit Results (INT-S-0013)
Portlet Name	Provider Mail Audit Report
Element Type	Textbox
Data Type	Compressed Date/Time
Field Type	Display only
Size	6
MMIS Data Element	N/A
MMIS DE Number	N/A

Business Rules

N/A

Valid Values

N/A

Outputs

N/A

Screens

- INT-S-0013 – Provider Mail Audit Report – Audit Results

Tables – MMIS/DB2

N/A

Tables – Portal

- PML-T-0003 – Provider Mail History Table

Bounce Reason (PDE-1367)

General Information

This is the reason for either the hard of soft bounce. This information is forwarded from Exact Target.

Portal Data Element	PDE-1367
Page	Provider Mail Audit Report – Audit Results (INT-S-0013)
Portlet Name	Provider Mail Audit Report
Element Type	Textbox
Data Type	Alphanumeric
Field Type	Display only
Size	40
MMIS Data Element	N/A
MMIS DE Number	N/A

Business Rules

N/A

Valid Values

N/A

Outputs

N/A

Screens

- INT-S-0013 – Provider Mail Audit Report – Audit Results

Tables – MMIS/DB2

N/A

Tables – Portal

- PML-T-0003 – Provider Mail History Table

Provider NPI (PDE-0216)

General Information

This data element has previously been defined. The following information is how this data element is used within the Internal User functionality.

Portal Data Element	PDE-0216
Page	Provider Mail Audit Report – Search Criteria(INT-S-0011)
Portlet Name	Provider Mail Audit Report
MMIS Data Element	N/A
MMIS DE Number	N/A

Business Rules

Numeric 10-digit provider NPI existing on the MMIS.

Valid Values

N/A

Outputs

N/A

Screens

- INT-S-0011 – Provider Mail Audit Report – Search Criteria

Tables – MMIS/DB2

N/A

Tables – Portal

- PML-T-0001 – Provider Mail Table

Mail Date (PDE-1358)

General Information

This data element has previously been defined. The following information is how this data element is used within the Internal User functionality.

Portal Data Element	PDE-1358
Page	Provider Mail Audit Report – Search Results (INT-S-0012)
Portlet Name	Provider Mail Audit Report
MMIS Data Element	N/A
MMIS DE Number	N/A

Business Rules

Must be in the MM/DD/YYYY format.

Valid Values

N/A

Outputs

N/A

Screens

- INT-S-0012 – Provider Mail Audit Report – Search Results

Tables – MMIS/DB2

N/A

Tables – Portal

- PML-T-0001 – Provider Mail Table

Mail Description (PDE-1359)

General Information

This data element has previously been defined. The following information is how this data element is used within the Internal User functionality.

Portal Data Element	PDE-1359
Page	Provider Mail Audit Report – Search Results (INT-S-0012)
Portlet Name	Provider Mail Audit Report
MMIS Data Element	N/A
MMIS DE Number	N/A

Business Rules

N/A

Valid Values

N/A

Outputs

N/A

Screens

- INT-S-0012 – Provider Mail Audit Report – Search Results

Tables – MMIS/DB2

N/A

Tables – Portal

- PML-T-0001 – Provider Mail Table

Mail Delete Ind (PDE-1360)

General Information

This data element has previously been defined. The following information is how this data element is used within the Internal User functionality.

Portal Data Element	PDE-1360
Page	Provider Mail Audit Report – Search Results (INT-S-0012)
Portlet Name	Provider Mail Audit Report
MMIS Data Element	N/A
MMIS DE Number	N/A

Business Rules

N/A

Valid Values

X = document deleted from display.
Space = document still displayed in provider's mail box.

Outputs

N/A

Screens

- INT-S-0012 – Provider Mail Audit Report – Search Results

Tables – MMIS/DB2

N/A

Tables – Portal

- PML-T-0001 – Provider Mail Table

Outputs

N/A

Programs

Exact Target Notification Confirmation Date

PSF250 Bounce Email Information

PSF252 Hard Copy Letter Information

Web Portal

Provider Mail – Secured Email Screen (PML-S-0001)

Provider Mail Table (PML-T-0001)

Provider Mail History Table (PML-T-0003)

Web Portal

Provider Mail Audit Report – Audit Results (INT-S-0003)
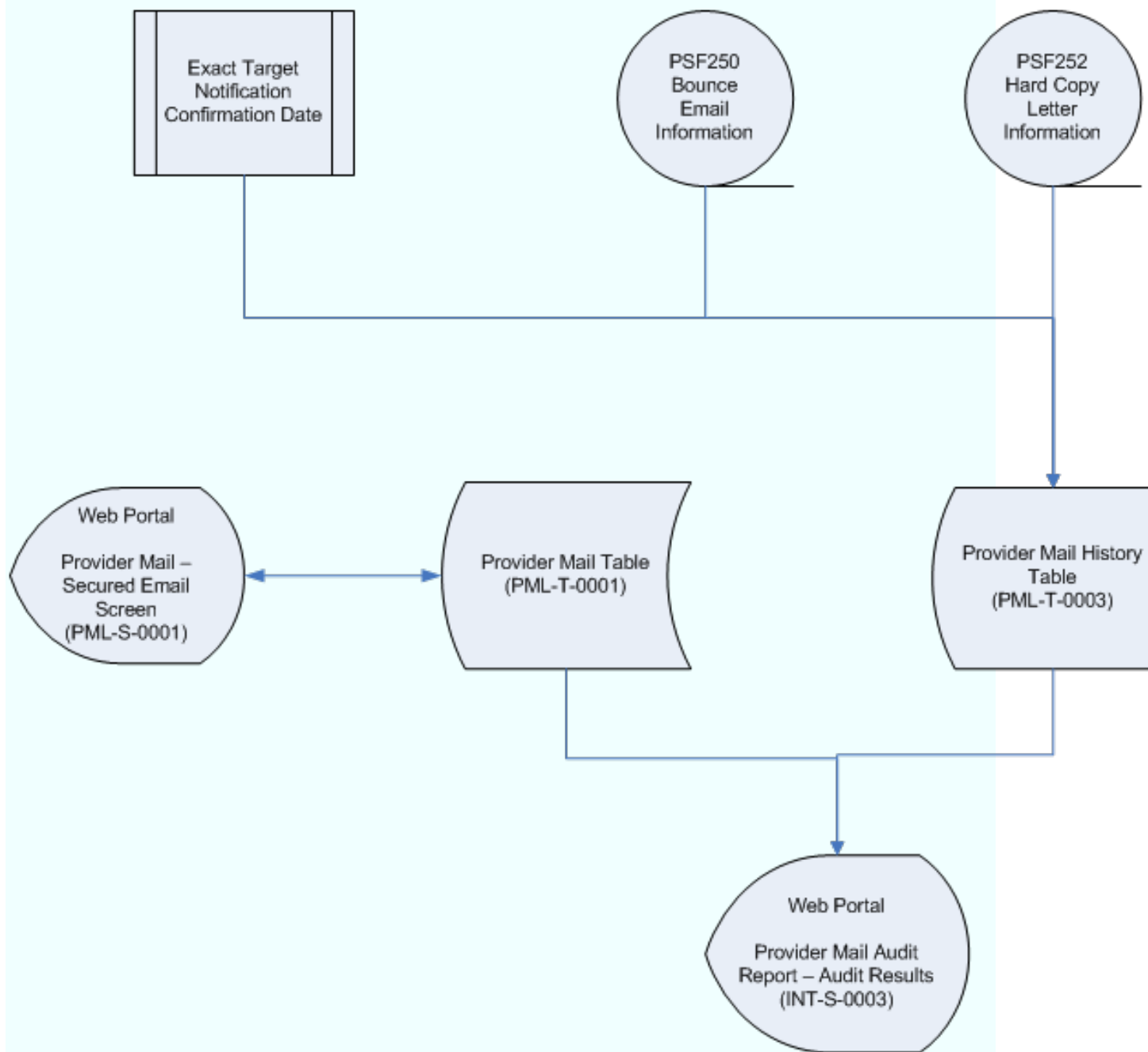
Screens

- Internal User – Home Page (INT-S-0001)
- Internal User – MMIS Environment Selection (INT-S-0002)
- Internal User – Online Documentation – MMIS (INT-S-0003)
- Internal User – Online Documentation – Manuals (INT-S-0004)
- Internal User – Internal User Training Courses (INT-S-0005)
- Internal User – Online Help Menu (INT-S-0006)
- Internal User – Web Portal Online Help Menu (INT-S-0007)
- Internal User – System ERD Menu (INT-S-0008)
- Internal User – Procedure Manuals Menu (INT-S-0009)
- Internal User – VAMMIS Production Schedule (INT-S-0010)
- Provider Mail Audit Report – Search Criteria (INT-S-0011)
- Provider Mail Audit Report - Search Results (INT-S-0012)
- Provider Mail Audit Report - Audit Results (INT-S-0013)

Internal User – Home Page (INT-S-0001)

General Information

The user accesses the Web Portal url and immediately sees the Public Portal – Home Page (PUB-S-0001). Choosing the 'Internal Users' option in the 'Login' portal routes the user to the Public Portal - Internal User Login (PUB-S-0026), where the user enters their login credentials. After successful authentication, the user is routed to the Internal User – Home Page (INT-S-0001).

From this page the DMAS and Xerox users can access secured functionality in support of the Medicaid Program.

Screen Name	Internal User – Home Page
Source/Originator	Public Portal – Internal User Login (PUB-S-0026)
Usage	Navigation to various tab menus, quick links and secured internal user functionality.

Screen Samples – INT-S-0001

Dec 14, 2012
Home | Contact Us | Log out

Virginia Medicaid

| Home | MMIS | ECM | EHR Incentive Program | Online Documentation ▶ | RA Messages |

Quick Links – □
- Provider Services
- Provider Resources
- EDI Support
- Documentation
- FAQ
- Virginia.gov Website
- DMAS Web Site
- Pharmacy AdHoc Reporting
- Retro-DUR Application
- Internal User Home Page Tutorial
- Training Library
- ISR Tracking
- SLA Reporting
- Executive Support System
- ECM Workflow
- View/Edit Users
- Generate a RA Message

Welcome to the Virginia DMAS Medicaid Web Portal

Messages And Announcements – □

Below is the list of current messages and announcements applicable to Internal Users. The following documents are available.PDF format files can be read using the free Adobe Acrobat Reader from Adobe.

Current List

Note: Please be advised that new and/or updated documents are added to this list periodically. If you have downloaded and saved a file, please check periodically for any updates. To view PDF files, you will need the Adobe Acrobat Reader, which is free, and can be accessed from the Adobe link at the top of this page.

Publication Date	Messages & Announcements	File Size
Nov 14, 2012	MMIS: Out of State Mailing Addresses	7KB

Showing 1 - 1 of 1

Internal User Home Page - Navigation Tabs

Home – This tab returns the user to the Internal User – Home Page (INT-S-0001) regardless of where the user invokes it from.

MMIS – This tab presents the user with the Internal User – MMIS Environment Selection page (INT-S-0002)

ECM – This tab invokes the Enterprise Content Manager (document management system) and routes the user to the ECM Home Page

EHR Incentive Program – This tab directs the user to the EHR Incentive Program page (EH-S-0001)

Online Documentation – This tab routes the user to the Online Documentaton menu containing the following functional options:

- MMIS Menu (INT-S-0003)

- Manuals Menu (INT-S-0004)

RA Messages – This tab provides access to the Select Remittance Advice Message Effective Date page (RA-S-0002)

Internal User Home Page Portlets – Quick Links

Quick Links – this portlet lists links to documents or websites that are applicable to the audience viewing this portal page. Quick Links will be located on various portal pages. For consistency and availability to common information, the first five (5) links are the same functionality defined in the Public Portal – Home Page (PUB-S-0001):

- Provider Services

- Provider Resources

- EDI Support

- Documentation

- FAQ

In addition there are links that are applicable to that portal page. For the Internal User Home Page, the additional quick links are the following:

- Virginia.gov Website – access to the Virginia.gov Website http://www.virginia.gov/.
- Pharmacy AdHoc Reporting – invokes the Cognos product and routes the user to the login page.
- Retro-DUR Application – invokes the CyberFormance product and routes the user to the login page.
- Internal User Home Page Tutorial – initiates the Internal User CBT.
- Training Library – routes the user to the Internal User Training Courses page (INT-S-0005).
- ISR Tracking – invokes the Remedy product and routes the user to the login page.

• SLA Reporting – invokes the Cognos product and routes the user to the login page.
• Executive Support System – invokes the Cognos product and routes the user to the login page.
• ECM Workflow – invokes the ECM Business Process Framework product and routes the user to the login page.
• View/Edit Users – transfers the user to the Web Registration – View Edit Users (WPR-S-0009).
• Generate a RA Message – routes the user to the Generate a Remittance Advice Message screen (RA-S-0001).
• PES Application Entry – routes the user to the Provider Enrollment – PES Entry screen (PES-S-0001).
• Provider Mail Audit Reporting – routes the user to the Provider Mail Audit Report – Search Criteria screen (INT-S-0011).

Internal User Home Page Porlets – Messages and Announcements

This portlet lists current messages and announcements applicable to the Internal User community.

Messages and announcements are broken out by the following:

- Publication Date – lists the date of the message or announcement

- Message & Announcments – lists the title of the message or announcement and serves as a link to direct the user to the associated document

- File Size – notes the file size of the message or announcement as information to the user for downloading purposes

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Navigation

Button/Link	Action	Link
Home (Navigational tab and link)	Transfers user to the Internal User - Home Page	INT-S-0001
Contact Us	Opens a con-	Contact Us Information pdf

	tact list of help-ful phone num-bers for Xerox, DMAS, etc	
Log Out	Logs the user off from the secured pro-vider func-tionality and transfers them to the Public Portal -Home Page	PUB-S-0001
MMIS	Routes the user to the Internal User – MMIS Envir-onment Selec-tion page	INT-S-0002
ECM	Invokes the Enterprise Content Man-ager doc-ument management system and routes the user to the ECM Home Page	
EHR Incent-ive Program	Directs the user to the EHR Incentive Program page	EH-S-0001
Online Docu-mentation	Routes the user to the Online Docu-mentaton menu	MMIS Menu (INT-S-0003) Manuals Menu (INT-S-0004)
RA Mes-sages	Accesses the Select Remit-tance Advice Message Effective Date page	RA-S-0002

Provider Services – Provider Enrollment Forms	Transfers user to Provider Enrollment Forms page	PUB-S-0003
Provider Services – Provider Manuals	Transfers user to Provider Manuals page	PUB-S-0004
Provider Services – Provider Forms Search	Transfers user to the Provider Forms Search page	PS-S-0001
Provider Services – Medicaid Memos to Providers	Transfers user to the Medicaid Memos page	PUB-S-0007
Provider Services – DMAS Provider Services	Transfers user to the DMAS Provider Services website	http://dmasva.dmas.virginia.gov/Content_pgs/pr-home.aspx
Provider Services – DMAS Pharmacy Services	Transfers user to the DMAS Pharmacy Services Menu	PUB-S-0019
Provider Resources – Provider Manuals	Transfers user to Provider Manuals page	PUB-S-0004
Provider Resources – Provider Links	Transfers users to the Provider Links menu page	PUB-S-0020
Provider Resources – Provider Training	Transfers user to the Provider Training Courses menu	PUB-S-0008
Provider Resources – Web Registration	Transfers user to the Web Registration Training Material menu	PUB-S-0013
Provider	Transfers user	PUB-S-0010

Resources – Automated Response System	to the ARS Training Material menu	
Provider Resources – Claims DDE	Transfers user to the Claims DDE Training Material menu	PUB-S-0011
Provider Resources – Provider Profile Maintenance	Transfers user to the Provider Profile Maintenance Reference Material menu	PUB-S-0012
Provider Resources – Search for Providers	Transfers the user to the Search for Providers menu	PS-S-0001
EDI Support – EDI Companion Guides	Transfers the user to the EDI Companion Guides menu	PUB-S-0014
EDI Support – EDI FAQ	Transfers the user to the Frequently Asked Questions (FAQ) menu	PUB-S-0015
EDI Support – EDI Testing	Transfers the user to the EDI Testing menu	PUB-S-0016
EDI Support – EDI Forms & Links	Transfers the user to the Electronic Claims Submission Enrollment Packet menu	PUB-S-0017
Documentation - Search for Providers	Access to the Find a Health Care Provider Search function to find providers by area, speciality, etc	PS-S-0001

Docu-mentation – Provider Enrollment Forms	Transfers user to the Provider Enrollment Forms page	PUB-S-0003
Docu-mentation – Paper Claim Forms	Transfers the user to the Paper Claims Form page	PUB-S-0018
FAQ	Transfers the user to the Frequently Asked Questions (FAQ) menu	PUB-S-0015
Virginia.gov Website	Links to the Virginia.gov Website	http://www.virginia.gov/
DMAS Web Site	Link to the website for the Department for Medical Assistance Services	http://dmasva.dmas.virginia.gov/
Pharmacy AdHoc Reporting	Invokes the Cognos product and routes the user to the login page	https://www.virginiamedicaid.dmas.virginia.gov/cognos8
Retro-DUR Application	Invokes the Cyber-Formance product and routes the user to the login page	https://www.heritage-info.com/cyberx/logon_fnx.asp
Internal User Home Page Tutorial	Invokes the Internal User CBT	Internal User CBT
Training Library	Routes the user to the Internal User Training Courses page	INT-S-0005
ISR Tracking	Invokes the	https://www.vir-

	Remedy product and routes the user to the login page	giniamedicaid.dmas.virginia.gov/arsys/shared/login.jsp?/arsys/
SLA Report-ing	Invokes the Cognos product and routes the user to the login page	https://www.virginiamedicaid.dmas.virginia.gov/cognos8
Executive Support Sys-tem	Invokes the Cognos product and routes the user to the login page	https://www.virginiamedicaid.dmas.virginia.gov/cognos8
ECM Work-flow	invokes the ECM Busi-ness Process Framework product and routes the user to the login page	https://www.vir-giniamedicaid.dmas.virginia.gov/wps/myportal/BpfConnector
View/Edit Users	Transfers the user to the Web Regis-tration – View Edit Users	WPR-S-0009
Generate a RA Message	Routes the user to the Generate a Remittance Advice Mes-sage screen	RA-S-0001
PES Applic-ation Entry	Routes the user to the Pro-vider Enroll-ment – PES Entry screen	PES-S-0001
Provider Mail Audit Report-ing	Routes the user to the Pro-vider Mail Audit Report – Search Cri-	INT-S-0011

teria screen	

Error Messages

Description	Resolution
No enterable fields	No error messages

Access

This screen is accessed through internet or intranet

1. Sign on to the internet or intranet
2. Key in the url http://dmasva.dmas.virginia.gov/
3. The Public Portal – Home Page will display
4. Select 'Internal User' from the Login portlet and click 'Submit'
5. The Public Portal – Internal User Login screen will display
6. Enter User ID and Password and click 'Enter'
7. The Internal User – Home Page will display

Internal User – MMIS Environment Selection (INT-S-0002)

General Information

Once signing in as an Internal User and accessing the MMIS navigational tab, the user will be presented with an environment selection screen.

The Medicaid system has various environments to enable development, testing, training and production. This screen is the mechanism for selecting and accessing the appropriate environment.

Screen Name	Internal User – MMIS Environment Selection
Source/Originator	Internal User - Home Page (INT-S-0001)
Usage	Select desired environment for accessing the MMIS screens

Screen Samples – INT-S-0002

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Navigation

Button/Link	Action	Link
MMIS Environment	Routes the user to the MMIS home page within the development, testing, training or production environment	MMIS Home Page (RF-S-010)
Quick Links	See Internal User – Home Page	INT-S-0001

Error Messages

Description	Resolution
No enterable fields	No error messages

Access

This screen is accessed through internet or intranet

1. Sign on to the internet or intranet
2. Key in the url http://dmasva.dmas.virginia.gov/
3. The Public Portal – Home Page will display
4. Select 'Internal User' from the Login portlet and click 'Submit'
5. The Public Portal – Internal User Login screen will display
6. Enter User ID and Password and click 'Enter'
7. The Internal User – Home Page will display
8. Select the 'MMIS' tab
9. The Internal User – MMIS Environment Selection screen will display
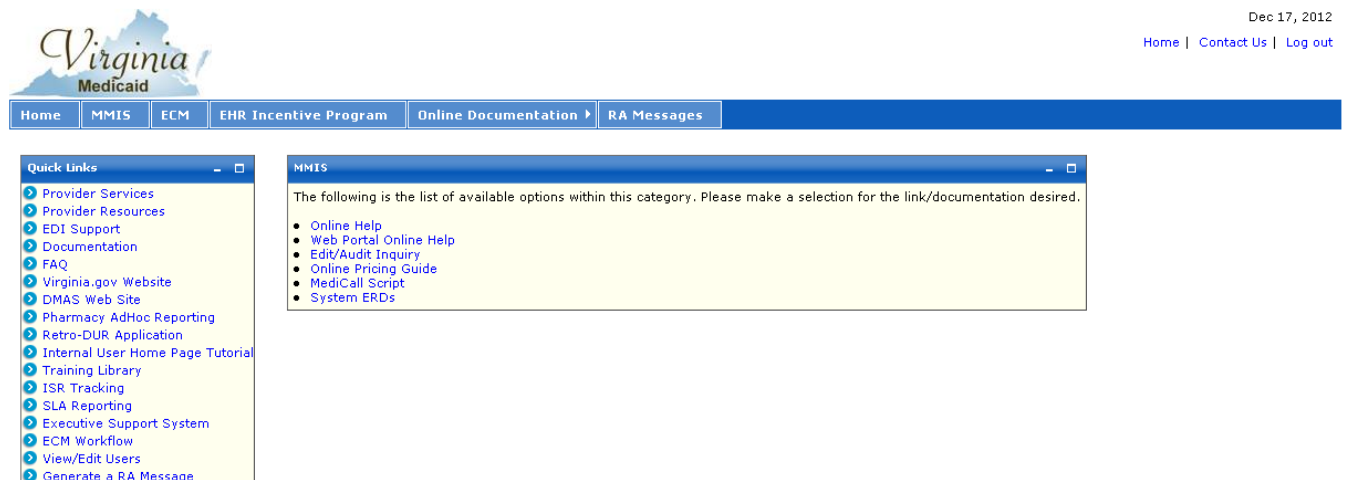
Internal User – Online Documentation- MMIS (INT-S-0003)

General Information

From this page the user can access documentation that provides detail information in support of the MMIS systems as well as the Medicaid Program.

Screen Name	Internal User – Online Documentation - MMIS
Source/Originator	Internal User - Home Page (INT-S-0001)
Usage	Navigate to documentation that supports the MMIS and the Medicaid program

Screen Samples – INT-S-0003

Dec 17, 2012

Home | Contact Us | Log out

Virginia Medicaid

| Home | MMIS | ECM | EHR Incentive Program | Online Documentation ▶ | RA Messages |

Quick Links
- Provider Services
- Provider Resources
- EDI Support
- Documentation
- FAQ
- Virginia.gov Website
- DMAS Web Site
- Pharmacy AdHoc Reporting
- Retro-DUR Application
- Internal User Home Page Tutorial
- Training Library
- ISR Tracking
- SLA Reporting
- Executive Support System
- ECM Workflow
- View/Edit Users
- Generate a RA Message

MMIS

The following is the list of available options within this category. Please make a selection for the link/documentation desired.

- Online Help
- Web Portal Online Help
- Edit/Audit Inquiry
- Online Pricing Guide
- MediCall Script
- System ERDs

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Navigation

Button/Link	Action	Link
Online Help	Navigates the user to the Internal User - Online Help menu	INT-S-0006
Web Portal Online Help	Navigates the user to the Internal User – Web Portal Online Help menu	INT-S-0007
Edit/Audit Inquiry	Routes the user to the Edit/Audit documentation in FLARE	Edit/Audit document (FLARE)
Online Pricing Guide	Routes the user to the Online Pricing documentation in FLARE	Online Pricing document (FLARE)
MediCall Script	Opens up the MediCall script in a new window as narrated by the CSI	MediCall Script.pdf
System ERDs	Navigates the user to the Internal User – System ERDs Menu	INT-S-0008
Quick Links	See Internal User – Home Page	INT-S-0001

Error Messages

Description	Resolution
No enterable fields	No error messages

Access

This screen is accessed through internet or intranet

1. Sign on to the internet or intranet
2. Key in the url http://dmasva.dmas.virginia.gov/
3. The Public Portal – Home Page will display
4. Select 'Internal User' from the Login portlet and click 'Submit'
5. The Public Portal – Internal User Login screen will display
6. Enter User ID and Password and click 'Enter'
7. The Internal User – Home Page will display
8. Select the 'Online Documentation' tab
9. Select the 'MMIS' link
10. The Internal User – Online Documentation - MMIS screen will display

Internal User – Online Documentation- Manuals (INT-S-0004)

General Information

From this page the user can access documentation that supports the MMIS systems and operations.

Screen Name	Internal User – Online Documentation - Manuals
Source/Originator	Internal User - Home Page (INT-S-0001)
Usage	Navigate to document that supports the MMIS system and operations

Screen Samples – INT-S-0004

Dec 17, 2012

Home | Contact Us | Log out

Virginia
Medicaid

| Home | MMIS | ECM | EHR Incentive Program | Online Documentation ▶ | RA Messages |

Quick Links
- Provider Services
- Provider Resources
- EDI Support
- Documentation
- FAQ
- Virginia.gov Website
- DMAS Web Site
- Pharmacy AdHoc Reporting
- Retro-DUR Application
- Internal User Home Page Tutorial
- Training Library
- ISR Tracking
- SLA Reporting
- Executive Support System
- ECM Workflow
- View/Edit Users
- Generate a RA Message

Manuals

The following is the list of available options within this category. Please make a selection for the link/documentation desired.

- Procedure Manuals
- VAMMIS Production Schedule

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Navigation

Button/Link	Action	Link
Procedure Manuals	Navigates the user to the Internal User – Procedure Manual Menu	INT-S-0009
VAMMIS Production Schedule	Navigates the user to the Internal User – VAMMIS Production Schedule menu	INT-S-0010
Quick Links	See Internal User – Home Page	INT-S-0001

Error Messages

Description	Resolution
No enterable fields	No error messages

Access

This screen is accessed through internet or intranet

1. Sign on to the internet or intranet
2. Key in the url http://dmasva.dmas.virginia.gov/
3. The Public Portal – Home Page will display
4. Select 'Internal User' from the Login portlet and click 'Submit'
5. The Public Portal – Internal User Login screen will display
6. Enter User ID and Password and click 'Enter'
7. The Internal User – Home Page will display
8. Select the 'Online Documentation' tab
9. Select the 'Manuals' link
10. The Internal User – Online Documentation - Manuals screen will   display

Internal User – Internal User Training Courses (INT-S-0005)

General Information

This screen is the mechanism for the internal user community to find training courses available to help with understanding the MMIS, the portal or other relevant healthcare topics (i.e. MITA)

Screen Name	Internal User – Internal User Training Courses
Source/Originator	Internal User – Home Page (INT-S-0001)
Usage	Navigation to training courses and sessions in support of internal users

Screen Samples – INT-S-0005

Internal User – Internal User Training Courses – News Portlet

This portlet displays information related to the training courses available to the internal user community.

Internal User – Internal User Training Courses – Training Courses and Sessions

This portlet details out the various courses available to the internal user community. The portlet contains the course title, description and file type.

The course title is a link that routes the user to the selected course.

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Navigation

Button/Link	Action	Link
Course Title	Transfers the user to the course selected	Course CBT

Error Messages

Description	Resolution
No enterable fields	No error messages

Access

This screen is accessed through internet or intranet

1. Sign on to the internet or intranet
2. Key in the url http://dmasva.dmas.virginia.gov/
3. The Public Portal – Home Page will display
4. Select 'Internal User' from the Login portlet and click 'Submit'
5. The Public Portal – Internal User Login screen will display
6. Enter User ID and Password and click 'Enter'
7. The Internal User – Home Page will display
8. Select the 'Training Library' link in the 'Quick Links' portlet
9. The Internal User – Internal User Training Courses screen will   display

Internal User – Online Help Menu (INT-S-0006)

General Information

This screen is used to direct the user to the MMIS sub-system documentation. The FLARE product is used to house all system documentation.

This screen contains links to all the MMIS subsystem documentation.

Screen Name	Internal User – Online Help Menu
Source/Originator	Internal User – Online Documentation – MMIS (INT-S-0003)
Usage	Navigation to the MMIS online documentation by subsystem.

Screen Samples – INT-S-0006

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Navigation

Button/Link	Action	Link
Subsystem Link	Invokes the FLARE product with the MMIS online documentation for the subsystem selected	Subsystem doc-umentation
Quick Links	See Internal User – Home Page	INT-S-0001

Error Messages

Description	Resolution
No enterable fields	No error messages

Access

This screen is accessed through internet or intranet

1. Sign on to the internet or intranet
2. Key in the url http://dmasva.dmas.virginia.gov/
3. The Public Portal – Home Page will display
4. Select 'Internal User' from the Login portlet and click 'Submit'
5. The Public Portal – Internal User Login screen will display
6. Enter User ID and Password and click 'Enter'
7. The Internal User – Home Page will display
8. Select the 'Online Documentation' tab
9. Select the 'MMIS' link
10. Select the 'Online Help' option
11. The Internal User – Online Help Menu will display

Internal User – Web Portal Online Help Menu (INT-S-0007)

General Information

This screen is used to direct the user to the Web Portal documentation. The FLARE product is used to house all portal documentation.

This screen contains links to the portal documentation, categorized by Public, Internal User and Provider categories.

Screen Name	Internal User – Web Portal Online Help Mneu
Source/Originator	Internal User – Online Documentation – MMIS (INT-S-0003)
Usage	Navigation to the Web Portal online documentation by portal functionality.

Screen Samples – INT-S-0007

Dec 17, 2012

Home | Contact Us | Log out

Virginia Medicaid

| Home | MMIS | ECM | EHR Incentive Program | Online Documentation ▶ | RA Messages |

Quick Links

- Provider Services
- Provider Resources
- EDI Support
- Documentation
- FAQ
- Virginia.gov Website
- DMAS Web Site
- Pharmacy AdHoc Reporting
- Retro-DUR Application
- Internal User Home Page Tutorial
- Training Library
- ISR Tracking
- SLA Reporting
- Executive Support System
- ECM Workflow
- View/Edit Users
- Generate a RA Message

Web Portal Online Help

The following is the list of available options within this category. Please make a selection for the link/documentation desired.

Public Functionality:
- Portal Home Page
- Portal Login Page

Provider Functionality:
- Provider Home Page
- Registration
- Automated Response System
- Provider Profile Maintenance
- Claims Direct Data Entry
- Provider Enrollment
- Provider Search
- Provider Forms Search

Internal User Functionality:
- Portal Home Page
- Internal Users Home Page

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Navigation

Button/Link	Action	Link
Portal Functionality Link	Invokes the FLARE product with the portal online documentation for the functionality selected	Portal Functionality documentation
Quick Links	See Internal User – Home Page	INT-S-0001

Error Messages

Description	Resolution
No enterable fields	No error messages

Access

This screen is accessed through internet or intranet

1. Sign on to the internet or intranet
2. Key in the url http://dmasva.dmas.virginia.gov/
3. The Public Portal – Home Page will display
4. Select 'Internal User' from the Login portlet and click 'Submit'
5. The Public Portal – Internal User Login screen will display
6. Enter User ID and Password and click 'Enter'
7. The Internal User – Home Page will display
8. Select the 'Online Documentation' tab
9. Select the 'MMIS' link
10. Select the 'Web Portal Online Help' option
11. The Internal User – Web Portal Online Help Menu will display

Internal User – System ERD Menu (INT-S-0008)

General Information

This screen is used to direct the user to the Entity Relationship Diagrams (ERD) documentation for either the MMIS or the web portal.

Screen Name	Internal User – Web Portal Online Help Mneu
Source/Originator	Internal User – Online Documentation – MMIS (INT-S-0003)
Usage	Navigation to the data models for either the MMIS or the web portal

Screen Samples – INT-S-0008
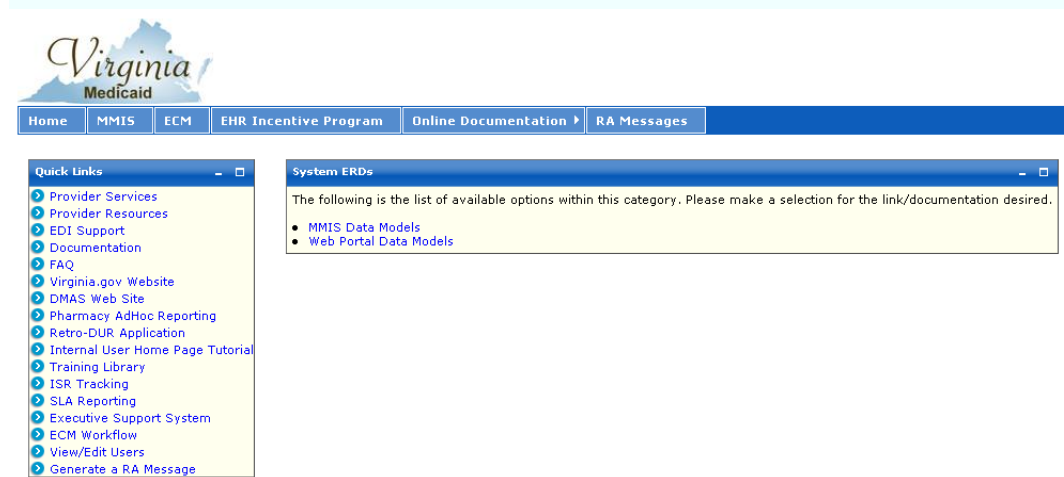
Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Navigation

Button/Link	Action	Link
MMIS Data Models	Opens up pdf for the MMIS data models	MMIS data models pdf
Web Portal Data Models	Opens up pdf for the Web Portal data models	Web Portal data models pdf
Quick Links	See Internal User – Home Page	INT-S-0001

Error Messages

Description	Resolution
No enterable fields	No error messages

Access

This screen is accessed through internet or intranet

1. Sign on to the internet or intranet
2. Key in the url http://dmasva.dmas.virginia.gov/
3. The Public Portal – Home Page will display
4. Select 'Internal User' from the Login portlet and click 'Submit'
5. The Public Portal – Internal User Login screen will display
6. Enter User ID and Password and click 'Enter'
7. The Internal User – Home Page will display
8. Select the 'Online Documentation' tab
9. Select the 'System ERDs' link
10. The Internal User – System ERD Menu will display

Internal User – Procedure Manuals Menu (INT-S-0009)

General Information

This screen is used to direct the user to the various procedure manuals available to the operations staff and other internal users.

Screen Name	Internal User – Web Portal Online Help Mneu
Source/Originator	Internal User – Online Documentation – MMIS (INT-S-0003)
Usage	Navigation to the operational procedure manuals

Screen Samples – INT-S-0009

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Navigation

Button/Link	Action	Link
Procedure Manuals	Opens up the pdf for the procedure manual selected	Procedure Manual pdf
Quick Links	See Internal User – Home Page	INT-S-0001

Error Messages

Description	Resolution
No enterable fields	No error messages

Access

This screen is accessed through internet or intranet

1. Sign on to the internet or intranet
2. Key in the url http://dmasva.dmas.virginia.gov/
3. The Public Portal – Home Page will display
4. Select 'Internal User' from the Login portlet and click 'Submit'
5. The Public Portal – Internal User Login screen will display
6. Enter User ID and Password and click 'Enter'
7. The Internal User – Home Page will display
8. Select the 'Online Documentation' tab
9. Select the 'Manuals' link
10. Select the 'Procedure Manuals' link
11. The Internal User – Procedure Manual Menu will display

Internal User – VAMMIS Production Schedule (INT-S-0010)

General Information

This screen is used to direct the user to the various production schedules available to the systems staff and other internal users.

Screen Name	Internal User – Web Portal Online Help Mneu
Source/Originator	Internal User – Online Documentation – MMIS (INT-S-0003)
Usage	Navigation to the production schedules

Screen Samples – INT-S-0010

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Navigation

Button/Link	Action	Link
Production Schedule	Opens up the pdf for the production schedule selected	Production Schedule pdf
Quick Links	See Internal User – Home Page	INT-S-0001

Error Messages

Description	Resolution
No enterable fields	No error messages

Access

This screen is accessed through internet or intranet

1. Sign on to the internet or intranet
2. Key in the url http://dmasva.dmas.virginia.gov/
3. The Public Portal – Home Page will display
4. Select 'Internal User' from the Login portlet and click 'Submit'
5. The Public Portal – Internal User Login screen will display
6. Enter User ID and Password and click 'Enter'
7. The Internal User – Home Page will display
8. Select the 'Online Documentation' tab
9. Select the 'Manuals' link
10. Select the 'VAMMIS Production Schedule' link
11. The Internal User – VAMMIS Production Schedule will display

Provider Mail Audit Report – Search Criteria (INT-S-0011)

General Information

This screen is used to enter the search criteria for the provider mail audit history is needed for.

Screen Name	Provider Mail Audit Report – Search Criteria
Source/Originator	Internal User – Home Page (INT-S-0001)
Usage	Entry of Mail Audit search criteria

Screen Samples – INT-S-0011

Jan 20, 2016

| Home | Contact Us | Log out

Virginia Medicaid

Home | Claims ▸ | MMIS | ECM | EHR Incentive Program | Online Documentation ▾ | RA Messages

Provider Mail Audit Report

Provide the NPI and click on submit button

Please enter NPI *   Optional Date Range   Start: End:

Submit

Data Elements

Data Element Name (ID)	Instructions
NPI	Enter valid 10 digit NPI associated with the provider whose

	email history is being requested. This is a required field.
Optional Start Date	Enter valid date in the format MM/DD/YYYY for the beginning of a date range for the email search. This is an optional field.
Optional End Date	Enter valid date in the format MM/DD/YYYY for the end of a date range for the email search. This is an optional field but is required if the Optional Start Date is entered.

Navigation

Button/Link	Action	Link
Submit	Processes the data entered and if successfully passes the screen edits routes the user to the Provider Mail Audit Report – Search Results screen	INT-S-0012

Error Messages

Description	Resolution
Please enter valid 10 digit NPI	Enter valid 10-digit NPI associated with the provider whose mail is to be audited.
No Mail Available	There is no mail in the system associated with the NPI entered.
Start Date - Please enter date in valid MM/DD/YYYY format	If desired, enter the Start Date in the format MM/DD/YYYY. Must be entered if the End Date is entered.
Please enter End Date	If Start Date was entered, enter End Date in the format MM/DD/YYYY.
End Date – Please enter date in valid MM/DD/YYYY format	If desired, enter the End Date in the format MM/DD/YYYY. Must be entered if the Start Date is entered.
Please enter Start Date	If End Date was entered, enter Start Date in the format MM/DD/YYYY.

Access

This screen is accessed through internet or intranet.

1. Sign on to the internet or intranet.
2. Key in the url http://dmasva.dmas.virginia.gov/.
3. The Public Portal – Home Page will display.
4. Select 'Internal User' from the Login portlet and click 'Submit'.
5. The Public Portal – Internal User Login screen will display.
6. Enter User ID and Password and click 'Enter'.
7. The Internal User – Home Page will display.
8. Select the 'Provider Mail Audit Report' link from the Quick Links.
9. The Provider Mail Audit Report – Search Criteria screen will display.

Provider Mail Audit Report – Search Results (INT-S-0012)

General Information

This will display the mail associated with the provider entered on the Provider Mail Audit Report – Search screen (INT-S-0011) and within the optional date range, if entered. From this screen the user can select the email they wish to pursue audit details for.

Screen Name	Provider Mail Audit Report – Search Results
Source/Originator	Provider Mail Audit Report – Search Criteria (INT-S-0011)
Usage	Review and select mail associated with a provider for further auditing .

Screen Samples – INT-S-0012

Jan 20, 2016

| Home | Contact Us | Log out

Virginia Medicaid

| Home | Claims ▸ | MMIS | ECM | EHR Incentive Program | Online Documentation ▸ | RA Messages | Level of Care Review ▸ | eDoc Management ▸ |

Provider Mail Audit Report   − ☐

Select for Audit Details	Date ⬍	Description ⬍	Deleted
☐	2015-12-03	Recertification Letter	
☐	2015-12-03	Recertification Letter	
☐	2015-11-10	Recertification Letter	
☐	2015-11-10	Recertification Letter	X

Showing 1 - 4 of 4

[Back]   [Submit]

Data Elements

Data Element Name (ID)	Instructions
Select for Audit Details	Checkbox indicating the email selected for auditing. Once clicked, the user would hit 'Submit' for processing.
Mail Date (pDE-1358)	Displays the date associated with the provider email. This field is not enterable.
Mail Description (pDE-1359)	Description of the email. This field is a hyperlink. Clicking the hyperlink will open a copy of the provider's email in a new window for reviewing, saving to a local drive and/or printing.
Mail Delete Ind (pDE-1360)	Displays an indication (X) that the mail was deleted by the provider so is no longer displayed in their email list. Note: Only the official Primary Account Holder (PAH) can delete an email from the provider's email list. The email remains in the ECM but is deleted from the display only.

Navigation

Button/Link	Action	Link
Back	Navigates the user back to the Provider Mail Audit Report – Search Criteria screen	INT-S-0011
Submit	Processes the mail selection on the screen and routes the user to the Provider Mail Audit Report – Search Results screen	INT-S-0013

Error Messages

Description	Resolution
Please select the electronic mail for audit properties retrieval	Select the mail for audit details.

Access

This screen is accessed through internet or intranet.

1. Sign on to the internet or intranet.
2. Key in the url http://dmasva.dmas.virginia.gov/.
3. The Public Portal – Home Page will display.
4. Select 'Internal User' from the Login portlet and click 'Submit'.
5. The Public Portal – Internal User Login screen will display.
6. Enter User ID and Password and click 'Enter'.
7. The Internal User – Home Page will display.
8. Select the 'Provider Mail Audit Report' link from the Quick Links.
9. The Provider Mail Audit Report – Search Criteria screen will display.
10. Enter NPI and optional date range and click 'Submit'.
11. The Provider Mail Audit Report – Search Results screen will display.

Provider Mail Audit Report – Audit Results (INT-S-0013)

General Information

This will display the audit detail associated with the mail selected on the Provider Mail Audit Report – Search Results screen (INT-S-0012). It contains audit data specific to the mail and bounce data associated to the email notification.

Screen Name	Provider Mail Audit Report – Audit Results
Source/Originator	Provider Mail Audit Report – Search Results (INT-S-0012)
Usage	Review audit data associated with the selected mail.

Screen Samples – INT-S-0013

Data Elements

Data Element Name (ID)	Instructions
Mail Date (pDE-1358)	Display only. The date associated with the provider email.

	This field is not enterable.
Email Confirmation Ind (PDE-1362)	Display only. This indicates whether an email has been sent to the provider notifying them of mail available in the secured portal mailbox.
Initial Open Date (PDE-1363)	Display only. If the provider has opened the selected mail in the secured portal mailbox, this is the day the mail was first opened. Displayed in the MM/DD/YYYY format.
Initial Open User ID (PDE-1364)	Display only. If the provider has opened the selected mail in the secured portal mailbox, this is the ID associated with the registered user who first opened it.
Record Type (PDE-1365)	Display only. Indicates whether there is a bounce associated with the email address for this provider. If there is, then this indicates if it's a soft bound, hard bounce or held status.
Bounce Date Timestamp (PDE-1366)	Display only. Indicates whether there is a bounce associated with the email address for this provider. If there is, then this indicates the date the bounce occurred.
Bounce Reason (PDE-1367)	Display only. Indicates whether there is a bounce associated with the email address for this provider. If there is, then this is the reason for the bounce.
Bounce Date Timestamp (PDE-1366)	Display only. Indicates whether there was a hard copy letter sent to the provider to let them know of a bounce. This is the date the letter was sent.

Navigation

Button/Link	Action	Link
Information Screen	Navigates the user to the information page	Instructions PDF
Back to Audit Inquiry Screen	Navigates the user back to the Provider Mail Audit Report – Search Criteria screen	INT-S-0011

Error Messages

Description	Resolution
No enterable fields	No error messages

Access

This screen is accessed through internet or intranet.

1. Sign on to the internet or intranet.
2. Key in the url http://dmasva.dmas.virginia.gov/.
3. The Public Portal – Home Page will display.
4. Select 'Internal User' from the Login portlet and click 'Submit'.
5. The Public Portal – Internal User Login screen will display.
6. Enter User ID and Password and click 'Enter'.
7. The Internal User – Home Page will display.
8. Select the 'Provider Mail Audit Report' link from the Quick Links.
9. The Provider Mail Audit Report – Search Criteria screen will display.
10. Enter NPI and optional date range and click 'Submit'.
11. The Provider Mail Audit Report – Search Results screen will display.
12. Select provider's mail to receive audit information and click 'Submit'.
13. The Provider Mail Audit Report – Audit results screen will display.

Tables – MMIS/DB2

There are no MMIS/DB2 Tables part of this project but there are two MMIS input files that are used to populate the portal Tables.

• PSF250 – Bounced Email Information
• PSF252 – Hard Copy Letter Information

PSF250 – Bounced Email Information

This file will be used to update portal table fields with NPI as the key.

MMIS Field	MMIS Length	Portal Table	Portal Field
PSF250-EMAIL-ADDRESS	40	Provider Mail History Table (PML-T-0003)	Provider's Bounced Email Address
PSF250-REASON	40	Provider Mail History Table (PML-T-0003)	Bounce Reason
PSF250-NPI	10	Provider Mail History Table (PML-T-0003)	Provider's NPI
PSF250-BOUNCE-DATE	8	Provider Mail History Table (PML-T-0003)	Bounce Date Timestamp
PSF250-BOUNCE-TIME	6	Provider Mail History Table (PML-T-0003)	Bounce Date Timestamp
PSF250-LETTER-ID	8	Provider Mail History Table (PML-T-0003)	Email Confirmation Job ID

PSF252 – Hard Copy Letter Information

This file will be used to update portal table fields with NPI as the key.

MMIS Field	MMIS Length	Portal Table	Portal Field
PSF252-NPI	10	Provider Mail History Table (PML-T-0003)	Provider's NPI
PSF252-SEPARATOR	1	N/A	N/A
PSF252-DATE	8	Provider Mail History Table (PML-T-0003)	Bounce Date Timestamp
PSF252-INFO • Street Address • City • State • Zip • Attn Name • Contact Name	155	Provider Mail History Table (PML-T-0003)	• Letter Street Address • Letter City • Letter State • Letter Zip Code • Letter Attention Name • Letter Contact Name

Tables Portal

• Provider Mail Table - PML-T-0001
• Provider Mail History Table - PML-T-0003

Table ID	Table Name	Description
PML-T-0001	WP_PROV_MAIL_TB	Provider Mail Table
PML-T-0003	WP_PROV_MAIL_HIST_TB	Provider Mail History Table

Provider Mail Table (WP_PROV_ MAIL_TB) (PML-T-0001)

General Information

This table is used to store information associated with a provider's mail.

Data Elements

Data Element Name	Field Length	Portal Data Element	Description
Provider's NPI	20	WP_NPI_ID	
Mailing Date	10	WP_MAIL_DATE	MM/DD/YYYY
ECM Document Type	100	WP_ECM_DOC_TYPE	
ECM link	38	WP_ECM_LINK_TEXT	
Mail Delete Indicator	1	WP_MAIL_DEL_IND	Y or N (default N)
Audit User ID	30	G_AUD_USER_ID	
Audit Timestamp	6	G_AUD_TS	
Added Audit User ID	30	G_AUD_ADD_USER_ID	
Added Audit Timestamp	6	G_AUD_ADD_TS	
Provider's Email Address	64	WP_PROV_EMAIL_ ADR_TEXT	
Mail Notification Indicator	1	WP_PROV_NOTIFIED	
Mail Notification Date	10	WP_PROV_NOTIFY_DATE	MM/DD/YYYY
Initial Open Date	10	WP_INIT_OPEN_DATE	MM/DD/YYYY
Initial Open User ID	30	WP_INIT_OPEN_USER_ID	ID User logs on to the portal with
Email Confirmation Ind	1	WP_REC_CONF_IND	Y or Space (default is space)
ECM Letter ID	8	WP_ECM_LTR_ID	1 – Hard Bounce 2 – Soft Bounce 3 – Held Status
Email Confirmation Job ID	11	WP_REC_CONF_JOB_ID	ID associated with the email sent to a provider who received mail in their secured mailbox
Email Confirmation Date	10	WP_REC_CONF_DATE	MM/DD/YYYY

Provider Mail History Table (WP_ PROV_MAIL_HIST_TB) (PML-T-0003)

General Information

This table is used to store information associated with a provider's mail audit history.

Data Elements

Data Element Name	Field Length	Portal Data Element	Description
Provider's NPI	10	WP_NPI_ID	
Provider's Bounced Email Address	64	WP_BNCE_EMAIL_ADR_TEXT	Email address associated with the bounce
Record Type	1	WP_REC_TYPE	Hard Bounce • Bounce Types = 4 Soft Bounce • Bounce Types = 0, 1, 2 and 3 Held Status • Bounce Types = 6 **Note:** Bounce types 5 (Active Status) & 7 (Unsubscribed Status) are ignored
Bounce Date Timestamp	6	WP_BNCE_DATE	
Bounce Reason	39	WP_BNCE_REASON	
Letter Mail Date	10	WP_LTR_MAIL_DATE	Date the hard copy letter was mailed
Added Audit User ID	30	G_AUD_ADD_USER_ID	
Added Audit Timestamp	6	G_AUD_ADD_TS	
Audit User ID	30	G_AUD_USER_ID	
Audit Timestamp	6	G_AUD_TS	
Letter Street Address	64	WP_STREET_ADDRESS	Address where the hard copy letter was mailed

Data Element Name	Field Length	Portal Data Element	Description
Letter City	64	WP_CITY	
Letter State	64	WP_STATE	
Letter Zip Code	64	WP_ZIPCODE	
Letter Attention Name	64	WP_ATTENTION_NAME	
Letter Contact Name	64	WP_CONTACT_NAME	
Email Confirmation Job ID	11	WP_REC_CONF_JOB_ID	ID associated with the email sent to a provider who received mail in their secured mailbox